

Instructions for a Substitute Caregiver

When leaving a family member in someone else's care for a short or extended time, you should provide the substitute caregiver with emergency contact information. And, if you provide information about the care recipient's daily routine and preferences, you will enhance their comfort level. Following are suggestions for information you might provide:

Primary Caregiver

Name: _____

Phone: _____ Cell Phone: _____

Medications and special instructions

Emergency Phone Numbers

Police/Fire/Emergency: Call 911

Contact #1

Name: _____

Phone Home: _____ Work: _____ Cell: _____

Contact #2

Name: _____

Phone Home: _____ Work: _____ Cell: _____

Doctor Name: _____ Phone: _____

In-home Services (if scheduled while the substitute caregiver is there)

Service	Date/Time	Contact Person	Phone

Daily Routine

Rising time _____ Naps _____ Bed time _____

Bed time routine _____

Preferred time of day for procedures _____

Bathing time and routine _____

Nature and levels of assistance needed

Dressing _____

Bathing _____

Toileting _____

Eating _____

Personal hygiene/grooming _____

Walking/locomotion _____

Bed mobility _____

Transferring _____

Preferences

Prefers being called (Mr., Mrs., first name, nickname) _____

Clothing preferred _____

Prefers eating alone or with others _____

Favorite foods _____

Favorite beverages _____

Food/beverage allergies or dislikes _____

Topics of interest to talk about:

Entertainment:

Music/CD/Tapes _____

Movies/DVD/VHS _____

Radio Station _____

TV shows/stations/times _____

Reading – books/magazines/other _____

Card games _____

Board games _____

Hobbies _____

Upsetting things

Things that calm him/her down

Recent changes that are important to know/understand

Significant personal changes _____

Significant medical changes _____

Significant family changes _____